




FROM	NAME & TITLE	ERIC W. TISO, SITE PLAN REVIEW COMMITTEE CHAIR	CITY of BALTIMORE MEMO	
	AGENCY NAME & ADDRESS	LAND USE AND URBAN DESIGN DIVISION DEPARTMENT OF PLANNING 417 EAST FAYETTE STREET, 8 TH FLOOR		
	SUBJECT	SITE PLAN REVIEW COMMITTEE MINUTES FOR MARCH 25, 2009		

TO

Mr. John Thumbi, DOT Traffic
Captain John Carr, Fire Department
Mr. Ken Sands, Parking Authority
Mr. Kirkland Gabriel, DOT TEC
Mr. Kevin Sullivan, DOT Planning
Ms. Miriam Agrama, DHCD Plans Examining
Mr. James Wescott, Finance
Mr. Geoff Veale, Zoning Administrator
Dr. Nollie P. Wood J., Mayor's Office

DATE:
Date of Distribution: March 26, 2009

In attendance were Eric Tiso, Wolde Ararsa, Melvin Hicks, Gary Letteron, Ken Hranicky, Anthony Cataldo, Sara Paraniham, Lisa Morris, Martin French, Brigitte Fessenden, and Kathleen Kotarba for the Department of Planning; John Thumbi, and Kirkland Gabriel for the Department of Transportation; Ken Sands for Parking Authority; No one attended from Department of Finance, the Zoning Enforcement Office or the Mayor's Commission on Disabilities; Capt John Carr for the Fire Department, and John Igwe, Mariam Agrama and Bronwen Phillips for HCD Plans Examining attended the pre-site plan review meeting.

Agenda

1. 2111-2163 Patapsco Avenue / Hollinswood Shopping Center / Retail Infill Development
2. 4147 Labyrinth Road / Convert Building For Adult Day Care Center With Two Story Addition
3. 4301 Roland Avenue / Elderly Housing- Revised Plan
4. 2319 Rogene Drive / Daycare center

2111-2163 Patapsco Avenue / Hollinswood Shopping Center / Retail Infill Development

Zoning: B-2-1

Urban Renewal: None

Environmental: Forest Conservation

Total Site Area: ±13.99 Acres, (±3.6 Acres in PUD)

In addition to Committee Members and Planning staff, in attendance was:

- Bill Monk, MRA: 410-281-1690 & wmonk@mragta.com
- Matt Bishop, MRA: 410-281-1690 & mbishop@mragta.com
- Sebastian Cross, Gildea & Schmidt: 410-821-0070 & scross@gildeallc.com

Project Summary:

This is a follow-up review. The Hollinswood Shopping Center would like to add two new outparcel buildings for three tenants, and add an addition to an existing outparcel.

- Building A: Proposed, 14,664 square feet. This will be a Rite Aid.
- Building B: Proposed, 3,000 square feet. This will be inline retail.
- Building C: Proposed, 1,500 square feet (attached to Parcel B). This will be a Dunkin' Donuts
- Building D: Existing, 5,803 square feet, with 3,197 square foot addition.
- Building E: Existing, 7,950 square feet.
- Building F: Existing, 94,693 square feet.

Comments & Issues:

- Proposed Buildings:
 - Building A is proposed to enclose 4,664 square feet, and will be a Rite Aid with a double drive-through.
 - Each drive-through lane has stacking space for four vehicles. A side-walk connection to the intersection of Hollins Ferry Road and West Patapsco Avenue is provided, as requested. One parking space on each side should be removed and replaced with planted area to prevent conflicts between pedestrians and vehicles backing out of these two spaces.
 - The nearby entrance has been aligned with Stranden Road. There are two exit lanes and one entrance lane that should be 11', 11' and 13' wide respectively. Entering traffic does not stop.
 - The committee had concerns about vehicles making the S-Turn from the entrance to the drive aisle towards the drive-through lane exit. The curb against the building could be softened in radius and the entrance should also be widened to align with the median break on Patapsco Avenue to make this maneuver easier.
 - Painted lane lines and arrows should be shown on the plans for entrance/exit lanes.
 - Building B is proposed to enclose 3,000 square feet, and will have a retail user.

- Building C is proposed to enclose 1,500 square feet, and will have a Dunkin' Donuts restaurant with drive-through lane, and is attached to Building B.
 - Two parking spaces adjacent to the stop sign on the outgoing lane along Patapsco Avenue should be removed to prevent conflict with vehicles at the stop sign.
- Building D is an existing restaurant building with 5,803 square feet, and will have an addition of 3,197 square feet.
- Buildings E & F are not proposed to change.
- Parking: The parking provided for the Planned Unit Development (PUD) is approximately 51 spaces in excess of what is required, even after the proposed outparcel modifications, and the few parking spaces removed by these comments.
- Landscaping: This project will need to comply with the Forest Conservation program requirements. Applicants should contact Gary Letteron for further instructions. The planting list is accepted.
- Zoning Analysis: This portion of the shopping center property lies within a PUD. For the mix of uses proposed, 448 parking spaces are required, 503 are provided. Of these, 27 are handicapped spaces (6 van accessible spaces). In the B-2-1 District, the permitted Floor Area Ratio (F.A.R.) is 0.8.
- Plan Adjustments/Missing Site Plan Elements:
 - Pedestrian connections between the outparcel buildings should be shown.
 - Bicycle racks should be provided, preferably one near the entrance of each of the commercial buildings. Nate Evans (DOT, Transportation Planning Division) can assist the applicants in locating rack designs that are City context appropriate and preferred.

Next Steps

- Submit two complete sets of revised plans for final approval and stamp.
- Continue to work with Ken Hranicky to schedule this project for Planning Commission hearing for the required PUD Amendment and Final Design Approvals.

NOTE

- **Approvals of site plans are contingent upon the applicant fulfilling all the site plan requirements, Subdivision Rules and Regulations, Zoning Code requirements, Forest Conservation requirements, Traffic Impact Study requirements and addressing all comments provided by the Site Plan Review Committee during and after the plan review process.**
- **All approved final site plans must be stamped.**

Minutes will be e-mailed to: Mr. Bill Monk

4147 Labyrinth Road / Convert Building For Adult Day Care Center With Two Story Addition

Zoning: B-2-1

Urban Renewal: None

Environmental: None

Total Site Area: ±46,292

In addition to Committee Members and Planning staff, in attendance was:

- John Chalk, JPC Architects: 410-730-4300 & jpcarchitects@verizon.net
- Jeffrey Newman, Newman Custom: 410-977-3400 & neumanhomes@aol.com
- Ken Colbert, Colbert Matz Rosenfelt: 410-653-3838 & kcolbert@cmrengineers.com
- Carla Ryon, Colbert Matz Rosenfelt: 410-653-3838 & cryon@cmrengineers.com

Project Summary:

4147 Labyrinth Road is located on the southeast side of the road, approximately 130' southwest of the intersection with Reisterstown Road. The property is improved with a one-story commercial building. The applicant proposes to build a two-story addition to the existing building of 4,640 square feet for a total building of 14,358 square feet. The uses of the building will include a adult day care center and a mini-market/carryout.

Comments & Issues:

- **Project:** The southwest entrance to the parking lot is two-way. The northeast entrance is a one-way out only. The lane adjacent to the building is one-way only, toward Labyrinth Road.
- **Landscaping:** The proposed parking lot has a significant amount of excess parking spaces versus the amount that is required. The paving area should be reduced to prevent urban heat island effects, as well as to improve the urban tree canopy.
 - Parking lot planter islands should be included at each end of the center parking row, and in the center, as well as in the row adjacent to Labyrinth Road. The space for these can be had by removing two pairs of parking spaces. The width recovered can be between the planter islands.
 - A six-foot wide planting strip is shown at the southwest end of the lot, with two trees, that will help screen the parking lot from the adjacent row homes.
 - The northwest side does not require screening, as the property across Labyrinth Road is the side of a large block building.
 - The southeast side of the property has a slope and existing shade trees. This line of trees should be bolstered with additional shade trees where there are openings.
 - There will also be a fenced outdoor seating area for the patrons.
- **Accessibility:** The area adjacent to the building will be used as the drop-off point for the vans that bring patrons to the site.
 - The exit to Labyrinth Road should be narrowed to 17' wide, and shifted southwest. This shift will provide room for an eight-foot wide walkway to protect patrons that being dropped off against the front walkway. Aprons should be used, versus curbing on the exit.

Those listed

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- Due to a two-foot grade change, the sidewalk along the building can only be accessed from the southeast end.
- An eight-foot wide drop-off lane will be adjacent to the new drop-off pedestrian lane. This lane will merge into the adjacent running lane to the exit.
- A ten-foot wide running lane will be retained, and will lead to the exit. The painted end of the central parking row will need to be shifted, and parking spaces removed.
- Hatched paths should be shown connecting the handicapped parking spaces to the sidewalk entrance to the building.
- Traffic Impact Study: A letter requesting a determination of the need for a traffic impact study has been sent to the Department of Transportation.
- Zoning Analysis/Board of Municipal and Zoning Appeals (BMZA): Seventeen parking spaces are required for the mix of uses proposed, 69 parking spaces are provided, three of which are handicapped accessible, one of which is van accessible. The adult day care use is a permitted use in this commercial district.
- Plan Adjustments/Missing Site Plan Elements: The dumpster location must be shown with a masonry enclosure with board-on-board gates.

Next Steps

- Submit one revised plan reflecting the above comments. Once this has been reviewed internally, if acceptable, two complete sets of revised plans will be requested for final approval and stamp.

NOTE

- **Approvals of site plans are contingent upon the applicant fulfilling all the site plan requirements, Subdivision Rules and Regulations, Zoning Code requirements, Forest Conservation requirements, Traffic Impact Study requirements and addressing all comments provided by the Site Plan Review Committee during and after the plan review process.**
- **All approved final site plans must be stamped.**

Minutes will be e-mailed to: Mr. Ken Colbert

4301 Roland Avenue / Elderly Housing – Revised Plan

Zoning: R-6 and R-4

Urban Renewal: None

Environmental: Forest Conservation

Total Site Area: 70,748 square feet

In addition to Committee Members and Planning staff, in attendance was:

- Frank Harvey, FMHarvey: 410-584-9030 & harvey@fmharvey.com
- Rick Richardson, Richardson Engineering: 410-560-1502 & rick@richardsonengineering.net

Project Summary:

4301 Roland Avenue is located on the east side of the street, approximately 105' north of the intersection with Somerset Road. This property is currently improved with a three-story building, a shed and a garage that will be demolished and replaced with a new building with a 17,955 square foot footprint, for a total of 53,865 square feet and 64 units with 69 beds.

Comments & Issues:

- Landscaping: This project will need to comply with the Forest Conservation program requirements. This will require an in-depth review by Gary Letteron.
- Dumpster Location: There has been some concern expressed by the residents of the adjacent apartment building to the north over the proposed location of the dumpster. The committee has found that the proposed location is the best location for this site.
 - In its present position, the dumpster will be approximately 150' from the adjacent properties' pool, it will be downhill (with a short four-foot grade change), and will be screened by the existing mature evergreens at the property boundary and fence line.
 - Movement of the dumpster to other locations around the property would result in a less efficient or non-functional truck movement, or will negatively impact green space and stormwater management areas. Additionally, the offices are on the first floor, on the north side of the building. Moving the dumpsters away from this side of the building would tend to force the redesign of the first floor. It would not be acceptable to have residence units on the north side, as they would be partly below grade, and would be looking at the side of a hill.
 - For these reasons, the committee approves the dumpster location as illustrated in the submitted plans.
- Parking: The plan shows 26 parking spaces (one of which is handicap van accessible) provided around the building. The committee requested the applicant to explore if there is a way to provide one or two extra parking spaces. However, these spaces cannot cause the removal of trees designated for protection, cannot be on the streetward side of the entry circle, nor can they be placed in the green area to the east of the building.
- Traffic Circulation: The committee considered a community request to restrict the entry circle to be one-way only. The committee found that this was not a reasonable restriction.

- The right-angled parking spaces are by nature designed to allow for traffic to exit in either direction. During low traffic periods, it would also be easier for the trash truck and delivery vans to come in the northern entrance.
- Additionally, since this portion of Roland Avenue does not have a median break, all traffic exiting the site are forced northbound, thus negating any benefit to a one-way traffic flow.
- The committee suspected that the request for one-way traffic was intended to reduce the width of the entry circle's paving. However, with right-angle parking, a 20' wide drive aisle is still required for adequate maneuvering.
- Zoning Analysis/Board of Municipal and Zoning Appeals (BMZA):
 - The land use for this facility was approved prior to the zoning regulation of Baltimore. For that reason, the land use is considered acceptable, and can continue as a conditional use under today's Zoning Code. However, since the facility is changing, it will require approval by the BMZA for the change in conditional use.
 - Convalescent, nursing, and rest homes require one parking space per five beds, plus one per six employees including staff doctors (§10-405.11.iii) Twenty parking spaces are required to serve the proposed 69 beds.
 - There will be no more than 19 employees at any one time at this facility.

Next Steps

- BMZA hearing scheduled for April 14, 2009
- Following the BMZA hearing, if no site modifications are required, submit two complete sets of revised plans for final approval and stamp. Otherwise, re-schedule for review.

NOTE

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- **All approved final site plans must be stamped.**

Minutes will be e-mailed to: Mr. Rick Richardson

2319 Rogene Drive / Daycare center

Zoning: R-1

Urban Renewal: None

Environmental: None

Total Site Area: ±16,389

In addition to Committee Members and Planning staff, in attendance was:

- Rachel Perry, Owner: 410-764-4879 & tinkertots@hotmail.com
- Tripp Bergunder, Attorney: 410-664-6500 & hbb@hbblaw.com
- Bob Rosenfelt, Colbert Matz Rosenfelt: 410-653-3838 & brosenfelt@cmrengineers.com
- Carla Ryon, Colbert Matz Rosenfelt: 410-653-3838 & cryon@cmrengineers.com

Project Summary:

The owner of this home would like to establish a day care center, and this property was brought before the BMZA via case 346-08X on May, 27, 2008. However, the request was denied.

Following an appeal of the Board's decision, the court remanded the case back to the BMZA for reconsideration. In this review, the owner will provide four off-street parking spaces to avoid the need for a parking variance. The day care center will serve thirty children.

Comments & Issues:

- Fire Department: There are concerns over the capacity of the site, and that excess queuing of vehicles into the street, and intersection beyond may occur at peak times. Consider reducing the capacity.
- Landscaping: Provide a break in the drop-off circle's paver sidewalk with appropriate landscaping to discourage pedestrians from continuing towards the rear of the vehicles parked in the carport. These parking spaces may intrude a small amount into the radius of the drop-off circle.
- Parking: In this revised plan, the two carport parking spaces are retained, and a driveway with two additional parking spaces will be provided. As per §10-306.b, the two proposed parking spaces do not require movement of the vehicles into the public right-of-way, but they are still tandem parking spaces.
- Zoning Analysis/Board of Municipal and Zoning Appeals (BMZA): Hearing is scheduled for review by the Board on March 31, 2009.
- Accessibility: Wheelchair access is provided in the rear of the home, as do all patrons of the day care center.

Next Steps

- Submit two complete sets of revised plans for final approval and stamp.

NOTE

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- **All approved final site plans must be stamped.**

Minutes will be e-mailed to: Mr. Bob Rosenfelt